



****REVISED****

DEPARTMENT OF SOCIAL SERVICES

JOB OPPORTUNITY

SOCIAL SERVICES PROGRAM MANAGER

Office of Quality Assurance Quality Control Division

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

The Department of Social Services is currently accepting applications to fill one (1) Social Services Program Manager position located in the Office Quality Assurance Quality Control Division.

Open To: The Public and State Employees

Location: 55 Farmington Avenue, Hartford, CT

Job Posting No: 116426

Hours: Monday through Friday, 40 Hours per Week

Salary: MP 64 \$83,464.00 - \$113,809.00

Closing Date: October 6, 2017

Note: *This is a competitive classification that DOES NOT require candidates to have applied for and passed the exam for Social Services Program Manager. EXAMINATION IS NOT REQUIRED. Candidates MUST POSSESS the GENERAL EXPERIENCE to qualify.*

Knowledge, Skills and Abilities: Considerable knowledge of principles and practices of social services programs; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of principles of public administration; knowledge of and ability to apply management principles and techniques; knowledge of community organizations and public assistance agencies; considerable interpersonal skills; considerable oral and written communication skills; ability to analyze and recommend solutions to complex problems; ability to analyze and assess impact of legislation, regulations, etc. on programmatic goals.

General Experience

Nine (9) years of professional employment in the social services field.

Special Experience:

Two (2) years of the General Experience must have been a supervisory or consultative capacity with programmatic and administrative responsibilities.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in human services or public administration may be substituted for one (1) additional year of the General Experience

Preferred Skills:

Preference will be given to candidates who have experience performing Quality Control reviews. Current experience in the development of Quality Control sampling plans is preferred. Experience with Medicaid and SNAP programs a plus.

SOCIAL SERVICES PROGRAM MANAGER

This position may be filled by candidates from mandatory Re-employment/SEBAC Lists, which we are obligated to use.

APPLICATION PROCEDURE: Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination or Employment ([CT-HR-12](#)). Please **mail** your completed CT-HR-12, a cover letter outlining your qualifications and two (2) supervisory reference letters (State employees must submit their two (2) most recent Performance Appraisals instead of references as well as their state attendance records from October 2015 to present) to:

**Ms. Kelly Geary, Principal HR Specialist
The Department of Social Services
Human Resources Division
55 Farmington Avenue – 5th Floor
Hartford, CT 06105**

~PLEASE BE ADVISED THAT HAND-DELIVERED APPLICATIONS WILL NOT BE ACCEPTED~

APPLICATIONS MUST BE POSTMARKED ON OR BEFORE OCTOBER 6, 2017

**~PLEASE BE ADVISED, IF YOU HAVE APPLIED TO THIS POSITION
WITHIN THE LAST 10 DAYS YOU DO NOT NEED TO REAPPLY~**

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Terri-Lynn Johnston at 860-424-5501 or Terri-Lynn.Johnston@ct.gov